

**STATE OF WISCONSIN**  
Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT –  
PUBLIC FACILITIES  
(CDBG-PF)**

**2024 ANNUAL GRANT  
APPLICATION INSTRUCTIONS**



## **CDBG-PF PROGRAM CONTACT INFORMATION**

Address:\* Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development  
101 E. Wilson St., 5th Floor  
P.O. Box #7970  
Madison, WI 53707-7970

Telephone: Mark Staff, Director,  
Bureau of Community Development  
(608) 261-7066

Email:\* [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)

***\*The Application MUST be submitted via email following the guidance within this document.***

### **PLEASE NOTE:**

The 2024 CDBG-Public Facilities (CDBG-PF) Grant Application, Application Instructions, and CDBG-PF-specific Application Attachments (fillable templates) may be downloaded from the [Division of Energy, Housing and Community Resources – Community Resources – CDBG Public Facilities \(CDBG-PF\) Program](#) website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>.

Additional Application Attachments (fillable forms, templates, and samples) for the CDBG-PF Program and other CDBG Programs are linked under the “Application Attachments” section of the [CDBG Resources and Trainings](#) website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>.

Please **download the electronic document(s) currently posted prior to application submission** to ensure that you are referencing the most up-to-date version of the application materials, as periodic revisions may have been made since this copy was released.

# Table of Contents

CDBG – Public Facilities (PF) Grant Program Overview .....	5
Background .....	5
Funding.....	5
Application Documents Submission .....	6
Application Training .....	7
Application Scoring and Selection.....	8
Award Notification.....	10
Appeals Process for CDBG Grant Applicants Not Funded .....	10
Implementation Training .....	10
Federal Grant Requirements.....	10
Project Site Change in Use & Income Restrictions.....	11
Additional Information .....	11
Guidance for Completing the CDBG-PF Grant Application.....	12
PART 1 – GRANT REQUEST .....	12
Grant Request (CDBG Funds), Applicant Match and Total Project Cost .....	12
Project Title.....	14
Brief Project Description .....	14
Project Timeline Requirements .....	14
PART 2 – APPLICANT INFORMATION & CERTIFICATION .....	14
Applicant.....	14
Application Contact.....	16
Current CDBG Assistance .....	16
PART 3 – CERTIFICATIONS .....	16
Initial Eligibility Certification.....	17
Citizen Participation.....	17
Policy on Non-Violent Civil Rights Demonstrations/Excessive Force .....	19
Authorization to Submit CDBG Application .....	20
Environmental Review .....	20
Procurement and Professional Services.....	21
Debarment Exclusion .....	22
Incomplete Applications.....	22
Statement of Assurances Certification .....	22

Lobbying Certification .....	22
Acquisition, Relocation and Demolition Certification.....	22
Fair Housing Actions Certification .....	23
PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES.....	24
Beneficiaries .....	24
National Objective.....	25
Benefit to Low- and Moderate-Income (LMI) Persons.....	26
Prevention or Elimination of Slum and Blight .....	31
Urgent Local Need .....	33
PART 5 - PROJECT NEED NARRATIVE (0-100 Points).....	33
PART 6 - BUDGET AND MATCHING FUNDS (REQUIRED – NOT SCORED).....	34
Project Budget & Matching Funds Form.....	35
Detailed Itemization of Project Costs .....	36
Matching Funds Documentation.....	37
Match Funding Waiver Request.....	39
Grant Administration and Professional Services Contracting Information.....	39
PART 7 - PLANNING (0 - 10 Points) .....	39
PART 8 - COMMUNITY DISTRESS (0-70 Points).....	40
Median Household Income Scoring Table.....	41
Per Capita Property Value Scoring Table.....	42
Local Property Tax Rate Scoring Table.....	43
PART 9 - FINANCIAL NEED (0-30 Points) .....	44
G.O Debt Scoring Table.....	45
Water and Sewer Rates Scoring Table .....	46
PART 10 – PROJECT READINESS (0-40 Points).....	47
Biddable Architectural/Engineering (A/E) Design Plans and Technical Specifications.....	47
Architect/Engineer Certification of Biddable Design Plans & Technical Specifications .....	48
Environmental Review Certification Letter from DEHCR .....	48
ATTACHMENTS AND SUPPORTING DOCUMENTATION.....	49

## CDBG – Public Facilities (PF) Grant Program Overview

### **Background**

The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program under the U.S. Department of Housing and Urban Development (HUD). The program was created when Congress passed the Housing and Community Development Act, Title 1 in 1974 and is governed by rules set forth in the Code of Federal Regulations (24 CFR Part 570).

The Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR) administers the State Community Development Block Grant Program that provides funding to units of general local government (UGLGs) that do not receive an annual allocation directly from HUD.

The primary purpose of the CDBG program is the development of viable communities through the provision of decent affordable housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low and moderate income.

### **Funding**

The 2024 CDBG-PF annual competitive grant will make up to approximately \$10 million<sup>1</sup> available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, fire stations, libraries, blight elimination, accessibility modifications, and other similar types of activities.

Under the State's CDBG-PF Program, the Department of Administration's Division of Energy, Housing and Community Resources will award grants up to a 2:1 ratio (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost, up to a maximum \$1,000,000 award.

### **Previous CDBG Awards**

UGLGs with previous CDBG Awards are not eligible for a 2024 CDBG-PF award in any of the following circumstances:

- The UGLG has received a *CDBG-PF* award in the previous two calendar years (specifically in either 2022 or 2023) – The UGLG is not eligible to apply for a 2024 CDBG-PF award *except* in cases where the award was/is for a project meeting the Urgent Local Need (ULN) National Objective.
- The UGLG has any *CDBG-PF* previously awarded project that remains open and has not yet been completed, with the Project Completion Certification not yet issued by DEHCR – The UGLG is not eligible to apply for a 2024 CDBG-PF award *except* in cases where the award was/is for a project meeting the Urgent Local Need (ULN) National Objective.
- The UGLG has outstanding or unresolved instances of non-compliance associated with one or more prior CDBG awards *not* limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements – The UGLG will

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<sup>1</sup> Pending federal allocation to the State of Wisconsin and approval of the state's Annual Action Plan.

## CDBG-PF 2024 Annual Grant Application Instructions

not be considered for a 2024 CDBG-PF award *except* when the award is for a project meeting the Urgent Local Need (ULN) National Objective.

### **Application Materials**

The 2024 CDBG-PF **Application Form**, 2024 CDBG-PF **Application Instructions**, and **CDBG-PF-specific Application Attachments** (fillable templates) are linked under the “Application Materials” section of the DEHCR Bureau of Community Development [CDBG Public Facilities \(CDBG-PF\) Program](#) website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>.

**Additional Application Attachments** (fillable forms, templates, and samples) for the CDBG-PF Program and other CDBG Programs are linked under the “**Application Attachments**” section on the [CDBG Resources and Trainings](#) website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

### **Application Documents Submission**

To be considered for 2024 CDBG-PF annual competitive grant funding, the completed and signed CDBG-PF Application form and all required application attachments and supporting documents **must be received by DEHCR no later than 4:00 p.m. (CST) on Thursday, May 16, 2024.**

Applicants must send an email to DEHCR at [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov) with the Application document(s) attached **or** with a link to access the document(s) through an online file sharing system no later than the application deadline (4:00 p.m. on May 16, 2024). If using an online file sharing system and it requires identifying specific persons to allow access, please establish the access for: [Angela.Davis1@wisconsin.gov](mailto:Angela.Davis1@wisconsin.gov), [Joanna.Storm@wisconsin.gov](mailto:Joanna.Storm@wisconsin.gov), and [Sally.Smarzinski@wisconsin.gov](mailto:Sally.Smarzinski@wisconsin.gov).

Please label the Application PDF document as: **(Applicant Name) 2024 CDBG-PF Application** (e.g., “Yourville 2024 CDBG-PF Application”).

Please label the Architectural/Engineering Design Plans and Specifications PDF document (if this is being submitted) as: **(Applicant Name) 2024 CDBG-PF Application AE Plans+Specs** (e.g., “Yourville 2024 CDBG-PF AE Plans+Specs”).

DEHCR’s email system will accept emails with file sizes up to 25 MB. Applicants may have email systems that restrict email file sizes to as small as 5 MB. Providing a link to the documents using an online file sharing system is preferred for larger file sizes. Alternatively, if the Application document or the Architectural/Engineering (AE) Design Plans and Specifications document file size is too large to send as one PDF email attachment, then the applicant may split the document up into multiple PDFs and send them as separate emails. Please label each document and include in the email subject line for the pages being sent (e.g., For the Application: “Yourville 2024 PF Application Parts 1-10 (1 of 3)”, “Yourville 2024 PF Application Attachments (2 of 3)”, “Yourville 2024 PF Application Attachments (3 of 3)”. For the A/E Design Plans and Specifications: “Yourville 2024 PF Application AE Design Plans+Specs (1 of 2)”, and “Yourville 2024 PF AE Design Plans+Specs (2 of 2)”.

- **2024 CDBG-PF Application form with “Attachments & Supporting Documents”:**

The completed 2024 CDBG-PF Application form and associated “Attachments and Supporting Documents” (*excluding the A/E biddable design plans and technical specs*)

referenced further below) must be submitted as **one PDF** document (if the file size allows), with all pages the same size of 8 ½” x 11”, as an email attachment or a document link (refer to the detailed instructions on the previous page) **prior to the Application deadline (4:00 p.m. on May 16, 2024) to be considered.**

- **Electronic** signature is required for the CDBG-PF Application form and all Application Attachments where the Chief Elected Official’s (CEO’s) initials and/or signature are specified as being required, including *Part 2 – Applicant Information & Signature* and *Part 3 – Certifications* of the application form.

**An acceptable form of electronic signature includes:**

- 1) a scanned copy of the specific document that the CEO originally approved/certified by signing it with a written signature;
  - 2) the CEO’s signature through DocuSign or other electronic signature certification software on the specific document being approved/certified; and/or
  - 3) a copy of an email approval/certification from the CEO. If using an email approval in lieu of a signature, the email from the CEO must be very specific, stating **all** of the items/documents and sections of the Application that the CEO is certifying/approving with the email correspondence.
- Within the CDBG-PF Application, include the index (i.e., “Attachments & Supporting Documents” cover pages) provided within the CDBG application form for all attachments in the order listed within the CDBG application form so that a reviewer can easily reference the relevant documents (refer to pages 19-32 of the CDBG-PF Application).
  - It is the responsibility of the applicant to ensure that the entire CDBG-PF Application ‘packet’ is complete for submission. Applications that are incomplete, missing the required attachments or missing the CEO’s (electronic) signature in *Part 2* and *Part 3* of the application, may disqualify the application so that is not reviewed or scored.
- **Biddable Architectural/Engineering Design Plans & Technical Specifications with Certification:**

If being submitted (for the “Project Readiness” scoring), biddable architectural/engineering (A/E) design plans and technical specifications for the project with the *Architect/Engineer Certification of Biddable Design Plans & Technical Specifications* signed by a licensed architect/engineer included (as the cover page (page 1) of the document) **must be submitted as one separate PDF document** (if the file size allows) as an email attachment or a document link (refer to the detailed instructions on the previous page) **prior to the Application deadline (4:00 p.m. on May 16, 2024) to be considered for scoring.** Pages of the A/E plans and specs should be the 8 ½” x 11” page size as much as possible but may exceed this size as needed for certain maps and similar documents, *contingent upon* all pages are part of and submitted as one PDF document (if the file size allows). The CDBG-PF Application is to be submitted as one PDF and the A/E design plans and technical specifications with the signed Architect/Engineer Certification form (as the cover page (page 1) of the A/E document) are to be submitted as one separate PDF (if the file size allows).

**Application Training**

Both community representatives and consultants are **strongly** encouraged to participate in the application training webinar session presented by DEHCR staff on Wednesday, January 24,

*CDBG-PF 2024 Annual Grant Application Instructions*

2024, 9:30 – 11:30 a.m. The training information is posted on the Bureau of Community Development [Community Resources – Training and Technical Assistance](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Training-and-Technical-Assistance.aspx#ImplementationTraining) website at: <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Training-and-Technical-Assistance.aspx#ImplementationTraining>.

The Application Training presentation slides and webinar recording are to be posted on the same webpage after the webinar is held.

**Application Scoring and Selection**

The application review process is designed to ensure that CDBG funds are awarded to UGLGs for projects that:

1. Meet all program eligibility requirements;
2. Have a substantial impact on the community; and
3. Demonstrate significant community need.

**PLEASE NOTE: Projects that meet the National Objective of Benefiting Low- and Moderate-Income (LMI) Persons will be given priority in the scoring process.**

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the table below. It is anticipated that through this competitive process, funds will be distributed throughout the State. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on application rankings.

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	100	Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community’s residents, businesses, or local government. Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem. Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.
Community Distress	70	Median Household Income (MHI) = 0 to 40 points will be awarded based on the UGLG’s MHI in comparison to the statewide MHI. Per Capita Property Value = 0 to 15 points will be based on the UGLG’s per capita property value in comparison to the statewide per capita property value. Property Tax Rate = 0 to 15 points will be awarded based on the UGLG’s property tax rate in comparison to the statewide tax rate.
Financial Need	30	If the proposed project <b>does not include any water and/or sanitary sewer improvements</b> in the project scope: <ul style="list-style-type: none"> <li>• 0 to 30 points will be awarded based on the percentage of the UGLG’s current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG’s current G.O. Debt capacity;</li> </ul> <p style="text-align: center;"><b>OR</b></p> If the proposed project <b>does include water and/or sanitary sewer improvements in the project scope:</b>



*CDBG-PF 2024 Annual Grant Application Instructions*

Scoring Categories	Possible Points	Point Criteria Basis
		<ul style="list-style-type: none"> <li>0 to 30 points will be awarded based on an <i>average</i> of the UGLG's G.O. Debt score and Water/Sewer Rates score (adding the two scores together and dividing by two). The G.O. Debt score is based on the percentage of the UGLG's current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG's current G.O. Debt capacity. The community's water and/or sewer rates score is based on the UGLG's rates in relation to the statewide median.</li> </ul>
Planning	10	<p>Planning = 0 to 10 points will be awarded based on the extent to which the UGLG can demonstrate the proposed project is consistent with the goals and objectives included in the community's comprehensive plan, redevelopment plan, Capital Improvements Plan, and/or other long-range plan(s). Factors for scoring include:</p> <ul style="list-style-type: none"> <li>the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s);</li> <li>the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project;</li> <li>whether the UGLG's plan(s) has/have been adopted by the local governing body;</li> <li>whether the UGLG's plan(s) is/are current; and</li> <li>the extent to which supporting documentation is provided to verify the information presented in this section.</li> </ul>
Project Readiness	40	<p>Biddable Architectural/Engineering (A/E) Design Plans and Technical Specifications = 30 points:</p> <ul style="list-style-type: none"> <li>30 points will be awarded if architectural/engineering (A/E) design plans and technical specifications (that are certified by a licensed architect/engineer as being complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es)) for the proposed project are submitted following the specifications in the <i>2024 CDBG-PF Application and Application Instructions</i>.</li> <li>0 points will be awarded if no A/E design plans and technical specs are submitted, or if the submission did not meet the requirements set forth in the <i>2024 CDBG-PF Application and Application Instructions</i> (e.g., not submitted by the application deadline, not emailed as an email attachment or a link to an online shared file, not ready for inclusion in the bidding packet(s), missing a signed Certification from a licensed architect/engineer as the cover page (page 1), etc.).</li> </ul> <p>Environmental Review = 10 points:</p> <ul style="list-style-type: none"> <li>10 points will be awarded if the environmental review process has been completed and an Environmental Review Certification letter issued by DEHCR for the project is included within the CDBG Application Attachments &amp; Supporting Documents (if DEHCR certified the Environmental Report (ER) for the project prior to application).</li> <li>0 points will be awarded if no Environmental Review Certification letter from DEHCR for the project is submitted with the Application Attachments.</li> </ul>

**Award Notifications anticipated to be no later than Friday, July 26, 2024.** Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

### **Appeals Process for CDBG Grant Applicants Not Funded**

Applicants for CDBG-PF program funds have the right to appeal if the application is denied. A formal Appeals Process is available for UGLGs who feel that a non-funding decision has been made in error. The Appeals Process provides an opportunity for an UGLG to have its application reviewed a second time to ensure no errors were made during the review process.

#### ***The Appeals Process:***

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed by the Chief Elected Official of the UGLG with the Bureau Director (emailed to [Mark.Staff@wisconsin.gov](mailto:Mark.Staff@wisconsin.gov)) within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal to the Deputy Division Administrator (emailed to [David.Pawlich@wisconsin.gov](mailto:David.Pawlich@wisconsin.gov)) within thirty (30) days from the date of the Bureau Director's denial letter.
- The Deputy Division Administrator (or Division Administrator, if this position is filled at the time of the appeal) will review the application and will make a final determination.

### **Implementation Training**

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. UGLGs awarded CDBG funds will be required to participate in CDBG grantee Implementation Training. For information and updates on Implementation Training, refer to the "Implementation Training" section of the on the Bureau of Community Development [Community Resources – Training and Technical Assistance](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Training-and-Technical-Assistance.aspx) website at: <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Training-and-Technical-Assistance.aspx>.

### **Federal Grant Requirements**

Federal labor standards requirements (also known as "Davis-Bacon") will apply to projects for which the total project costs exceed \$2,000. If the project is funded, the agreement will require compliance with Davis-Bacon requirements, including (but not limited to):

- Obtaining wage decisions for use in the project;
- Including federal labor standards provisions in bid and agreement documents; and
- Monitoring contractors for compliance with wage rates and collecting restitution from contractors that violate wage requirements.

## CDBG-PF 2024 Annual Grant Application Instructions

UGLGs are required to submit semi-annual labor standards reports and semi-annual and annual Section 3 enforcement reports to DEHCR.

Other federal reporting and compliance requirements may apply to the project, including Procurement, Acquisition, Anti-Displacement and Relocation Assistance provisions, Environmental and Equal Opportunity regulations.

**IMPORTANT NOTICE:** *Acquisition pertains to all real property. This includes temporary and permanent easements required to complete the project.*

Non-compliance with the applicable regulations and standards may result in the project being deemed ineligible for CDBG funding. Consulting with DEHCR during the application process prior to application submittal is strongly recommended.

In addition, in accordance with 2 CFR Part 200, non-federal entities that expend \$750,000 or more in federal funding in any one calendar year must undergo an independent Single Audit.

### **Project Site Change in Use & Income Restrictions**

When using CDBG funding to assist a project, standards of use of real property associated with the CDBG project site specified in [24 CFR 570.489](#)(e) and (j) and [24 CFR 570.505](#) apply. These standards apply from the date CDBG funds are first spent for acquiring the property or for making improvements to the property until five (5) years after closeout of the UGLG's grant with DEHCR. There are restrictions and specifications regarding the use of the property and any income generated from the property (if applicable). The grantee must not change the use of the property within five (5) years of completing the CDBG project unless the circumstances comply with the federal regulations and are pre-approved by DEHCR. Refer to federal regulations [24 CFR 570.489](#)(e) and (j) and [24 CFR 570.505](#) for additional information and contact DEHCR with any questions pertaining to these restrictions.

### **Additional Information**

Check the DEHCR Bureau of Community Development [Community Resources](#) website [<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>] and [CDBG Public Facilities \(CDBG-PF\) Program](#) website [<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>] for additional information on the CDBG requirements, grant timelines, training sessions, and other updates.

## Guidance for Completing the CDBG-PF Grant Application:

### PART 1 – GRANT REQUEST

#### **Grant Request (CDBG Funds), Applicant Match and Total Project Cost**

Match: Must submit resolution (Note: A request for an extension to the project timeline due to a lack of funding will be rejected.)

Under the CDBG-PF program, UGLGs may request CDBG funds at a 2:1 ratio (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost, up to \$1,000,000. For example, the Village of Yourville is applying for a grant to pay for part of the cost of replacing sanitary sewer and water system on Main Street (STH 36) from Wisconsin Street to Madison Street. The total project cost is \$1,500,000. The Village is requesting \$1,000,000 in CDBG funds. The remaining \$500,000 will come from a \$200,000 loan to the Village through the Yourville Bank and Trust and a \$300,000 grant to the Village from the Wisconsin Department of Natural Resources.

The dollar amounts provided must be consistent with the financial data provided in the *Project Budget & Matching Funds Form* (supporting documentation for *Part 6 – Budget and Matching Funds* of the CDBG application).

CDBG-PF applicants must demonstrate a match investment that is within the 2:1 ratio allowed (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, state, or federal partners. DEHCR may allow in-kind match such as the use of donated materials, property, labor and services as contributions to meet match requirements, contingent upon verification of compliance with applicable environmental, acquisition, relocation, labor standards, procurement and financial management regulations. Contact DEHCR for guidance on the valuation of donated materials, labor, property and services and compliance with applicable regulations. Consultation with DEHCR prior to application is strongly recommended.

The minimum match requirement may be waived when specific events have occurred that drastically impact the economic distress of a community (e.g., natural disasters, etc.) and the project will have a drastic positive effect on the economic well-being of the community. For consideration, the UGLG must indicate a waiver is being requested in *Part 6 – Budget and Matching Funds* of the CDBG application and submit a formal letter of request for a waiver of match funds with the application.

To be eligible for funding through the CDBG – PF program:

- A. The proposed project must be consistent with the State’s current CDBG program goals, included in the Annual Action Plan:
  - Ensuring the affordability of basic services that enhance community vitality;
  - Promoting improved housing and economic opportunities for low- and moderate-income (LMI) households;
  - Supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
  - Assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;

*CDBG-PF 2024 Annual Grant Application Instructions*

- Improving accessibility to public facilities;
- Encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and
- Responding to natural and man-made disasters or catastrophic events.

Wisconsin’s current Annual Action Plan is available at:  
<https://energyandhousing.wi.gov/Pages/Consolidated-Plan.aspx>.

- B. CDBG funds must be used for one or more Public Facility “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974 and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at:  
<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>  
 and  
<https://www.ecfr.gov/current/title-24/part-570#570.201>

[NOTE: Not all CDBG-eligible activities are eligible for the CDBG Public Facilities (PF) program/grant. For additional guidance, refer to the resource linked above, *Public Facilities Program Brochure*, and *2024 CDBG-PF Application Instructions* linked on the [CDBG Public Facilities \(CDBG-PF\) Program](#) website, and the *2024 CDBG-PF/PLNG Application Training Presentation Slides* linked on the [Training and Technical Assistance](#) website [<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Training-and-Technical-Assistance.aspx>]. Contact DEHCR staff as needed to confirm project eligibility.

<b>Examples of CDBG Eligible Activities That May Be Funded:</b>	<b>Examples of Activities That Will <u>Not</u> Be Funded with Wisconsin CDBG Funds:</b>
Acquisition of deteriorated/blighted building(s) or environmentally contaminated property(ies) for site improvements	Construction or renovation of a building used for general local government business (other than Architectural Barrier Removal projects)
Demolition and clearance of deteriorated/blighted building(s) for site improvements	General government expenses
Street construction and expansion	Furnishings**
Rehabilitation of a deteriorated/blighted building(s)	Operating and maintenance expenses
Community Facilities (e.g., Community Centers, Libraries, Senior Centers, fire stations)	Engineering costs**
Architectural barrier removal to ensure accessibility in a public building	
Storm sewer installation or improvements	
Water main installation or improvements	
Sanitary sewer installation or improvements including lift stations	
Wastewater treatment facility	

\*\*Engineering and Furnishing costs can be counted toward a UGLG’s match requirement.

### **Project Title**

This is a brief statement to provide the nature of the project.

- Example 1: Downtown Main Street Infrastructure Improvements
- Example 2: Senior Center Project

### **Brief Project Description**

This description should identify the eligible activity(ies) and project location(s).

- Example 1: Sanitary sewer and water main replacements and street reconstruction on Main Street from Wisconsin Street to Madison Street.
- Example 2: Construction of new senior center at 123 Main Street.

### **Project Timeline Requirements**

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects' pre-construction activities should be completed within six (6) to eight (8) months of the award date; and construction must be started on or before July 1, 2025; construction must be completed on or before October 31, 2026; and the Project Completion Report and supporting documentation and final CDBG request for payment must be submitted on or before December 31, 2026. Applicants commit to meeting the timeline requirements set forth in *Part 1 – Grant Request* in submitting the application. Contact DEHCR for consideration of any exception due to a specific special nature of the project. Any exception must be pre-approved by DEHCR prior to submitting the CDBG application.

If the UGLG is awarded funds and does not start construction on or before July 1, 2025, then the UGLG will be in noncompliance with the Grant Agreement. DEHCR may rescind the CDBG-PF award and require the UGLG to re-apply the next application cycle if CDBG-PF funds are still sought.

## **PART 2 – APPLICANT INFORMATION & CERTIFICATION**

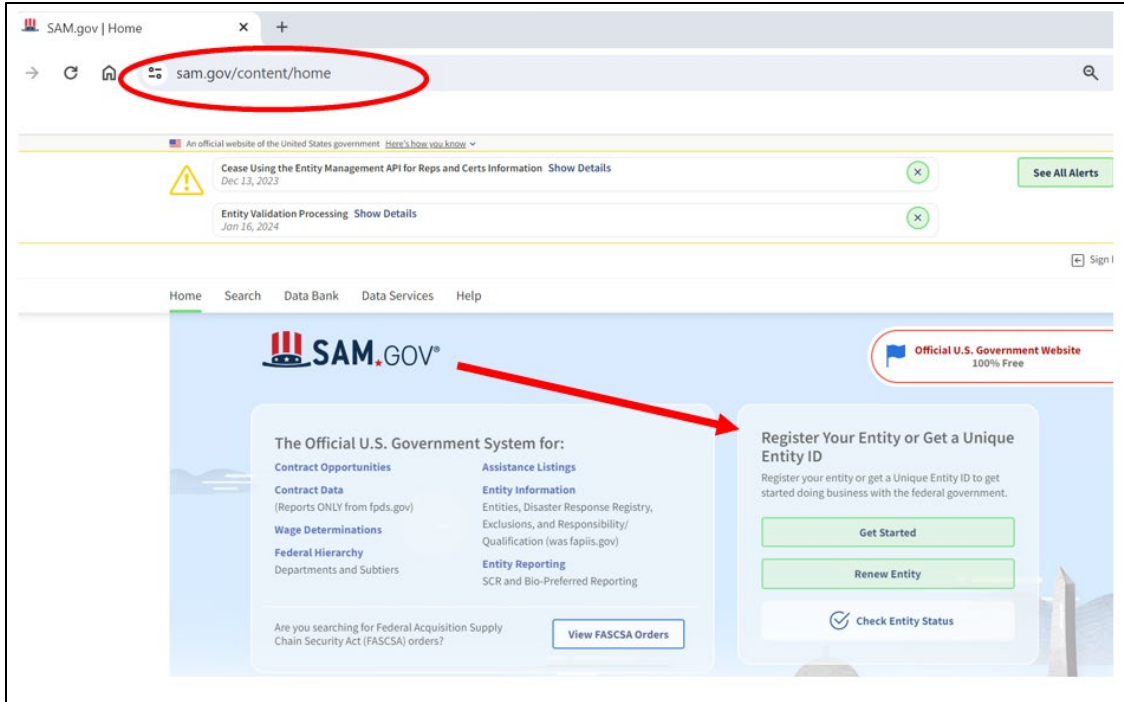
### **Applicant**

Enter the UGLG's full name (e.g., Village of Yourville), check the appropriate box for government type, and enter the county/counties in which the UGLG resides. Provide the joint applicant information, if applicable.

Enter the full names and titles of the Chief Elected Official (CEO) and municipal staff, contact information, and the **required** Unique Entity Identifier (UEI) number obtained from the federal [System for Award Management \(SAM\)](#), Data Universal Numbering System (DUNS) number obtained from [Dunn & Bradstreet](#), federal employer identification number (FEIN), and address for the UGLG. The UGLG's **9-digit ZIP code** *must* be provided with the address.

The UGLG is **REQUIRED** to provide a UEI number but is not required to have a full active registration in the SAM system (accessed at <https://sam.gov/content/home>) at the time of application. A UEI number may be obtained on the [SAM website](#) without a full entity registration by clicking the "Get Started" icon under the "Register Your Entity or Get a Unique Entity ID" section of the website, as shown below:

## CDBG-PF 2024 Annual Grant Application Instructions



Note, however, that the UGLG will be **required** to obtain an active registration on SAM **prior** to a grant agreement being executed for the project if awarded CDBG funds.

Provide the contract/invoice amount for CDBG application preparation services, if applicable, or enter “N/A” if the UGLG did not contract with any entity to assist with preparing the application.

For the Chief Elected Official Signature, the CEO must sign and date the application.

Provide the contract/invoice amount for CDBG application preparation services, if applicable, or enter “N/A” if the UGLG did not contract with any entity to assist with preparing the application.

### **Applicant Signature**

For the Chief Elected Official Signature, the CEO must sign and date the application.

By signing in *Part 2 – Applicant Information & Certification* – Applicant Certification section, the CEO is certifying that they have been authorized by the governing body of the UGLG to submit the CDBG-PF application; the information submitted in the application is true and accurate; and the UGLG agrees to the terms set forth in the *CDBG-PF Application* and *CDBG-PF Application Instructions* for applying for and receiving CDBG-PF funds, upon award and acceptance of award by the UGLG.

The CDBG application must be submitted with the (electronic) CEO signature in *Part 2 – Applicant Information & Certification* (in addition to *Part 3 – Certifications*).

Also note that an *Authorizing Resolution to Submit the CDBG Application* must also be passed by the UGLG’s governing body, completed and signed by the CEO, and included in the application attachments in the “*Other Attachments and Supporting Documents*” section. A template for this resolution is linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>.

**Application Contact**

Enter the full name, title and contact information for the person designated by the UGLG to serve as the contact if DEHCR has any questions regarding the UGLG’s application. This may be the person from a contracted third party preparing the application on behalf of the UGLG or another designated individual.

**Current CDBG Assistance**

Enter the information requested for all current/open CDBG awards from all CDBG programs. The Award Date is the date of the initial award letter and the Performance Period End Date is the date recorded as the end of the grant period (e.g., completion report/closeout report submission due date) in the CDBG grant agreement. Contact DEHCR for guidance as needed.

UGLGs that received a CDBG-PF award in the last two years’ award cycles (in 2022 or 2023) or that have an open CDBG-PF project from any previous year as of the 2024 CDBG-PF Application submission date are not eligible for consideration in this year’s CDBG-PF annual competition *except* in cases where the award was/is for a project meeting the Urgent Local Need (ULN) National Objective. For a previous CDBG-PF project to be considered “complete,” the UGLG must have received a Project Completion Certification and letter from DEHCR, or the UGLG received confirmation from DEHCR that all obligations required have been met in closing out a project that was cancelled or required pay-back as a result of not meeting grant requirements.

In addition, a CDBG-PF application may not be considered if the UGLG has any outstanding or unresolved non-compliance issues with prior CBDG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements *except* in cases where the award is for a project meeting the ULN National Objective.

DEHCR will also continue to evaluate projects’ feasibility after awards are made. Successful applicants will be required to submit semi-annual project performance reports to DEHCR as part of the project grant agreement and will be monitored at least once during the performance period by a Project Representative.

**PART 3 – CERTIFICATIONS**

Add the Unit of General Local Government (UGLG) and Chief Elected Official (CEO) information in the entry fields and have the CEO sign the Certification statement. By entering the UGLG and CEO information and signing this certification page, the CEO acknowledges and certifies that the UGLG will comply with the terms set forth in *Part 3 – Certifications* of the CDBG application, including the Initial Eligibility Certification; Statement of Assurances Certification; Lobbying Certification; Acquisition, Relocation and Demolition Certification; and Fair Housing Actions Certification, and the information provided for these Certifications is true and accurate.

The CDBG application must be submitted with the (electronic) CEO signature in *Part 3 – Certifications* (in addition to *Part 2 – Applicant Information & Signature*).



### **Initial Eligibility Certification**

Add the UGLG's name in the entry field. By adding the UGLG's name and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the terms set forth in (and confirms the information listed in) the *Initial Eligibility Certification* in *Part 3* is true and accurate for the UGLG. All items listed in the *Initial Eligibility Certification* **must** be true for the UGLG to be eligible for CDBG funding.

### ***Citizen Participation***

Federal regulations require that UGLGs provide citizens with adequate advance notice of and opportunity to comment on proposed activities in an application to the State for CDBG assistance. Citizen participation is required in the planning and administration of CDBG projects. All CDBG applicants must prepare and implement a written Citizen Participation Plan (CPP) as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. UGLGs must demonstrate compliance with federal citizen participation requirements at the time of application. UGLGs that do not comply with citizen participation requirements will be deemed ineligible for CDBG funding, and the application will **not** be scored.

**IMPORTANT NOTICE:** *The CPP must reflect current information and the minimum required components shown in the Citizen Participation Plan template linked under the "Application Attachments" section on the on the [CDBG Resources and Trainings](#) website.*

A CDBG grant may be made only if the UGLG certifies that it has established and is following such a plan. **The CPP must include, at a minimum, the elements listed below:**

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used.

The UGLG must meet this requirement by performing **at least one** of the following:

1. Establish a committee composed of persons representative of the community's demographics. This committee must include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.

#### **AND/OR**

2. Distribute timely notifications of all required meetings directly to 100 percent of the designated target area or neighborhood of the project. Publishing a notice in the local newspaper is not sufficient to meet this requirement. UGLGs not having a target area must design a notification system which will directly reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the UGLG's proposed and actual use of funds. To meet this requirement, the UGLG must:
    1. Attempt to have at least one of the public hearings in the target area; **and**
    2. Give adequate advance notice to the local community of upcoming meetings in accordance with the advance notice specifications in the UGLG's Citizen

*CDBG-PF 2024 Annual Grant Application Instructions*

Participation Plan (which **must** be at least 2 weeks (14 days [excluding the first day of publication; including the day of the hearing]) notice **or** the equivalent of a Class 2 Notice); **and**

3. Specify in the CPP and execute the method(s) by which notices of public hearings must be given (all Citizen Participation public hearing notices for the CDBG program must be published in the local newspaper *unless*: 1) the UGLG does not have a local designated newspaper for posting public hearing and meeting notices; 2) posting in lieu of publishing notices for public hearings and meetings is standard practice for the UGLG; **and** 3) the notice is posted in at least three locations within the community); **and**
  4. In all meeting announcements, include:
    - a) where and when the meeting will occur (i.e., location address, date, day and time), and how to access it if it is a meeting being held online;
    - b) the purpose of the meeting, including information regarding the CDBG program and the UGLG's project, activities, and funding (i.e., proposed activities and proposed use of the CDBG funds for the public hearing held prior to the submission of the application; and actual project progress and actual use of CDBG funds for the public hearing held during the project performance period), and to receive public input from local residents;
    - c) language that encourages participation by LMI persons; and
    - d) instructions for how and who to contact to request reasonable accommodations; and
    - e) instructions for how and who to contact to request language assistance for non-English speaking individuals or information on how their needs will be accommodated (only if the UGLG deems this necessary based on the demographics of persons living in the service area).
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the UGLG. To meet this requirement, the UGLG must include in the adopted Citizen Participation Plan:
1. The type of assistance generally available; and
  2. The procedure used to request said assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing and public facility needs;
  2. The review of proposed activities; and
  3. The review of program performance (hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days. To meet this requirement, the UGLG must:
1. Include complaint/grievance procedure steps in Citizen Participation Plan; and

2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate. To meet this requirement, the UGLG must:
1. Identify all non-English speaking populations in the community and make a determination of their special needs.
  2. Include evidence in the CPP that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended

**IMPORTANT NOTICES:** *Failure to submit a current adopted Citizen Participation Plan that includes the minimum required components listed in Part 3 of the Application Instructions may disqualify the UGLG’s CDBG application.*

*Also note that the minimum required components for the public hearing notices are provided in the Citizen Participation Public Hearing Notice template linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website (for the first public hearing required to be held prior to the submission of the CDBG application) and the Public Hearing Notice #2 template is provided as an attachment in [Chapter 6: Equal Opportunity, Fair Housing & Section 3](#) of the [CDBG Implementation Handbook](#) (for the second public hearing required to be held post-award during the project performance period).*

**24 CFR 570.486 (5)**

***“There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.”***

***Policy on Non-Violent Civil Rights Demonstrations/Excessive Force***

An additional citizen participation related requirement regarding non-violent civil rights demonstrations applies to CDBG projects. To be eligible for CDBG funding, an UGLG must have a policy in place that prohibits the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144; and commits the UGLG to enforcing applicable state and local laws prohibiting physically barring entrances and exits for non-violent civil rights demonstrations. UGLGs must submit a policy that complies with this requirement. The language above is shown in the *Resolution to Adopt the Policy to Prohibit the Use of Excessive Force and Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations* template linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website.

**Citizen Participation documents to be submitted by applicants include:**

1. UGLG's *Citizen Participation Plan*, which is current and has been adopted by the UGLG's governing body, with the adoption date shown on the Plan;
2. Public Hearing Notice(s) as published in the local newspaper with proof of publication; ***or only if qualified for an exception***, a copy of the Public Hearing Notice(s) and a certification signed by the municipal clerk which lists the dates and locations of the notice postings for the Public Hearing (allowed *only if* the UGLG meets the criteria listed under the "Citizen Participation" section in this *CDBG-PF Application Instructions* document, which allows for an exception to publishing public notices in the local newspaper) – the specifications for public notices set forth in the UGLG's CPP in effect on the date of the first notice must be followed (a *Citizen Participation Public Hearing Notice* template for the pre-application public hearing is linked under the "Application Attachments" section on the [CDBG Resources and Trainings](#) website);
3. A completed *Citizen Participation Public Hearing Certification* for the public hearing (the *Citizen Participation Public Hearing Certification* form for the pre-application public hearing is linked under the "Application Attachments" section on the [CDBG Resources and Trainings](#) website);
4. Meeting minutes from the Public Hearing as a record of actions taken;
5. A list of attendees for the Public Hearing, either provided in the meeting minutes for the Public Hearing, or provided on a separate sign-in sheet; and
6. UGLG's policy for prohibiting the use of excessive force and enforcing state and local laws prohibiting physically barring entrances and exits for non-violent civil rights demonstrations.

**Authorization to Submit CDBG Application**

The applicant must submit a resolution signed by the CEO of the UGLG requesting the funds authorizing the submission of the *2024 CDBG-PF Application*. An *Authorizing Resolution to Submit CDBG the Application* template is linked under the "Application Attachments" section on the [CDBG Resources and Trainings](#) website.

**Environmental Review**

The National Environmental Policy Act of 1969 (NEPA) applies to **every CDBG project**. Regulations governing *Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities* can be found in 24 CFR Part 58, which is available via the following link:

<https://www.ecfr.gov/current/title-24/subtitle-A/part-58?toc=1>

State and local regulations and requirements also apply to all CDBG projects. In some cases, state and/or local regulations may be more restrictive than federal regulations.

Because the type of review required and amount of time it will take can vary depending on the nature of the project, DEHCR **strongly recommends** CDBG applicants begin the environmental review process in the early stages of project planning. Doing this in advance will provide adequate time to address environmental factors that may impact project scheduling and obtaining any services that may be needed for the project to move forward.

For this reason, **the completion of the Environmental Review (ER) is part of the "Project Readiness" scoring of the CDBG-PF Application**. While applicants are not *required* to have

a completed ER prior to the application deadline, the UGLG will not receive the 10 points awarded for a completed ER as part of the “Project Readiness” score if they do not submit a ER certification letter issued by DEHCR for the project. Refer to the “Scoring Categories” on pages 8-9 within this document for more information. In addition, the status of the ER and amount of work for the ER required to be completed for the project may impact DEHCR’s assessment of a project’s feasibility.

At the completion of the environmental review process, DEHCR will issue a *Letter of Environmental Certification*. The applicant **may submit the ER Certification letter from DEHCR with the Application Attachments instead of submitting a completed ER document if DEHCR has certified the ER prior to application.**

In addition, please note that:

- A grantee may not commit any HUD assistance funds or non-HUD matching funds until an award has been made and the environmental review has been completed. Exceptions may be granted for pre-award costs if approved by DEHCR in advance; and
- DEHCR cannot disburse funds until the environmental review process is complete and an award and executed grant agreement are in place.

Refer to [Chapter 4: Environmental Review](#) in the [CDBG Implementation Handbook](#) for additional information on the environmental requirements.

### ***Procurement and Professional Services***

An UGLG may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established Federal, State and Local procurement policies. Refer to [Chapter 3: Procurement and Contracting](#) in the [CDBG Implementation Handbook](#) for procurement and contracting requirements.

For grants awarded, DEHCR staff is available to provide technical assistance on the procurement processes and requirements.

#### **Procurement exception regarding Wisconsin Regional Planning Commissions (RPCs) and most publicly funded Economic Development Organizations (EDOs):**

Wisconsin RPCs are public entities that provide intergovernmental planning and coordination efforts for a region. Most publicly funded non-profit EDOs are considered extensions of the local government that are quasi-governmental organizations. Federal provisions include an exception regarding competitive procurement requirements when an UGLG contracts with these types of organizations for professional services. Competitive procurement processes specified within the Federal regulations that are otherwise applicable to professional services funded with CDBG dollars are not required/applicable for contracts with RPCs and qualifying publicly funded EDOs.

The State is not responsible for or part of any contracts between the UGLG and any professional services provider (for application preparation, grant administration, etc.); the UGLG is responsible for ensuring CDBG contract requirements are met; and fees paid for grant application and grant administration may be published on DEHCR’s web page.

### **Debarment Exclusion**

To be eligible for CDBG funding, the UGLG cannot be debarred from receiving federal grant funds. DEHCR will verify this certification on the federal [System for Award Management \(SAM\)](#) at <https://sam.gov/content/home> during the application review process.

### **Incomplete Applications**

An incomplete application may be denied before review and denial of incomplete applications cannot be appealed.

### **Statement of Assurances Certification**

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the terms set forth in, and confirming the information is true and accurate for the UGLG in the *Statement of Assurances* in *Part 3*. All items listed in the *Statement of Assurances Certification* must be true and accurate for the UGLG to be eligible for CDBG funding.

### **Lobbying Certification**

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the lobbying restrictions set forth in, and confirming the information is true and accurate in the *Lobbying Certification* in *Part 3*. All items listed in the *Lobbying Certification* must be true and accurate for the UGLG to be eligible for CDBG funding.

### **Acquisition, Relocation and Demolition Certification**

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is confirming the entries made in the *Acquisition, Relocation and Demolition Certification* in *Part 3* are true and accurate as determined by the UGLG to date, at the time of application.

Select "Yes" or "No" from the drop-down menu options in **all** entry fields listed on the *Acquisition, Relocation and Demolition Certification* in *Part 3* of the CDBG application, indicating whether the activity listed will or will not be part of the CDBG project. Do not skip any entry fields.

*NOTE: The UGLG must submit the "Notice of Acquisition/Relocation to DEHCR" (Attachment 5-L linked under the "Chapter Attachments/Fillable Forms" section on the [CDBG Implementation Handbook](#) website) upon determining the specific property(ies) and/or easement(s) that will be acquired for the CDBG project.*

### ***Other Acquisition/Relocation/Demolition Requirements:***

All applicants must have a current adopted *Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)* in place prior to being awarded CDBG funds. A *Residential Anti-*



*Displacement and Relocation Assistance Plan* template with the required language for a RADRAP is linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website. An adopted RADRAP, with the adoption date shown on the Plan, must be included in the “Acquisition/Relocation Attachments & Supporting Documents” section of the UGLG’s CDBG application.

**IMPORTANT NOTICE:** *Failure to submit a current adopted RADRAP that includes the required components may disqualify the UGLG’s CDBG application.*

Refer to [Chapter 5: Acquisition & Relocation](#) and [Chapter 7: Labor Standards](#) in the [CDBG Implementation Handbook](#) for additional acquisition/relocation and demolition related state and federal regulations and requirements applicable to CDBG projects.

### **Fair Housing Actions Certification**

Per HUD regulations at 24 CFR 570.487(b), recipients of CDBG funds must take some action(s) to affirmatively further fair housing as part of the CDBG project.

Add the UGLG’s name in the entry field. By adding the UGLG’s name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will complete the Fair Housing Actions selected in the *Fair Housing Actions Certification* in *Part 3* to promote fair housing, upon receiving and accepting a CDBG award.

The applicant must complete the *Fair Housing Actions Certification* in *Part 3* of the CDBG application by selecting three (3) actions that will be taken to affirmatively further fair housing. If the project is funded, the selected actions will be included in the Grant Agreement Time Table and the UGLG will be required to implement them by the specified due date.\*

*\*[If the UGLG adopts a new or updated Fair Housing Ordinance during the process of preparing the 2024 CDBG-PF Application, this activity may be considered an act of strengthening the local fair housing law and included as one of the three (3) required actions.]*

### **Other Fair Housing Requirements:**

Other fair housing-related requirements also apply, as summarized below. All applicants must submit with the CDBG application a current Fair Housing Ordinance, which has been adopted by the UGLG’s governing body, with the adoption date shown on the Ordinance, and referencing the most current Fair Housing state statute [\[ss. 106.50 Wis.\]](#). For more information visit: <http://docs.legis.wisconsin.gov/statutes/statutes/106/III/50>

If the protected classes for equal opportunities in housing are included in the UGLG’s Fair Housing Ordinance, the protected classes list **must** be up-to-date, reflecting the current state statutory language. The current protected classes list for fair housing is in state statute [ss. 106.50 Wis.](#)(1).

A *Resolution to Adopt a Fair Housing Ordinance* template and a *Fair Housing Ordinance* template, which include citations of the current fair housing state statute, are linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website.

**IMPORTANT NOTICE:** Failure to submit a current adopted Fair Housing Ordinance that reflects language from the current Fair Housing state statutes may disqualify the UGLG's CDBG application.

Refer to [Chapter 6: Equal Opportunity, Fair Housing & Section 3](#) in the [CDBG Implementation Handbook](#) for more information on the fair housing related regulations and requirements applicable to CDBG projects.

## PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

### **Beneficiaries**

The UGLG must determine the primary beneficiaries (the “service area”) of the proposed CDBG project and enter the beneficiary information requested in Part 4. ***DEHCR strongly recommends getting pre-approval from DEHCR for the service area determination prior to preparing and submitting a CDBG application to confirm DEHCR concurs with the UGLG's determination. An incorrect service area determination can result in the project being deemed ineligible.***

In Part 4 of the Application, check the appropriate box (for Yes or No) to report whether the project will have community-wide benefit, with the entire population of the UGLG being the primary beneficiaries of the project.

When entering the number of individuals who will benefit from the project for entry (a) on the Application form, and the number who meet the qualification of LMI for entry (b) on the Application form, enter the numbers from the source used to determine the population and number of LMI persons in the service area (i.e., primary beneficiary area) for the proposed project.

- If HUD LMI Summary Data (LMISD) [<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>] or Income Survey data are used to qualify the project, then the numbers for (a) and (b) on the Application must match the data source (i.e., the population and LMI numbers from the LMISD or Income Survey data). Refer to the National Objective section in this document for guidance on the HUD LMISD.
- If HUD LMISD or Income Survey data are *not* used to qualify the project (such as projects serving Limited Clientele or eliminating slum/blight conditions), then the entry for (a) on the Application should be based on data from the most recent U.S. Census American Community Survey (ACS) 5-Year Estimates (if data for the beneficiary group are available in the ACS Estimates), or current or projected ‘users’ or occupancy data, depending on the nature of the project. Contact DEHCR if the Applicant seeks to use an alternative source for estimating the number of beneficiaries.
- If the project is qualifying by serving Limited Clientele, then the number entries for (a) and (b) on the Application are the same (i.e., 100% of the Limited Clientele beneficiaries are deemed LMI).
- If the project is qualifying by serving a particular group of persons for which the LMI percentage will be determined/verified in the future during the project using



## CDBG-PF 2024 Annual Grant Application Instructions

income surveys/certifications for beneficiaries during the specified CDBG project period (i.e., will be project/site-specific, applicable only for projects for which DEHCR requires income survey/certification forms to be distributed to public facility users or facility beneficiaries during the project to verify that at least 51.0% of the beneficiaries of the project are LMI), then enter the *estimated* number of persons the UGLG is *projecting* to serve with the project and the *projected* number of LMI persons among the beneficiary group (must be at least 51.0% of the total to be served). *[Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.]*

- If the project is a Slum & Blight project, then enter the community-wide population (from the U.S. Census ACS 5-Year Estimates data) for (a) and enter “N/A” for (b) on the Application.
- If the project is an Urgent Local Need project, then enter the community-wide population (from the U.S. Census ACS 5-Year Estimates data) or enter an estimate of the number of beneficiaries using other information available, if the project will not be deemed community-wide benefit, for (a); and enter “N/A” for (b) on the Application.

### Examples:

- Water and sanitary sewer improvements project that has community-wide benefit or has primary benefit to only residents in 1 or more census tracts, with at least 51.0% of the residents living in the community or benefitting census tract(s) being LMI according to the HUD LMI Summary Data (LMISD) – the service area must be coterminous with the community or be coterminous with or cover *only and the majority of* the specified census tract(s) boundaries to use HUD LMISD to qualify the project: Enter the population (“LOWMODUNIV” number) and LMI persons (“LOWMOD” number) obtained from the HUD LMISD spreadsheet or map application for the local government or census tract(s) .
- Street improvements project that has neighborhood benefit and the neighborhood qualifies due to at least 51.0% of the beneficiaries being LMI according to an income survey: Enter the numbers for the population and LMI persons according to the income survey data, as calculated on the *Form 1* of the *Income Survey Data Forms* document.
- Blight-elimination project that has community-wide benefit: Enter the population data from the most recent U.S. Census American Community Survey (ACS) 5-Year Estimates data, and enter “N/A” for the LMI qualification question.
- Senior Center project: Enter the number of persons aged 62 and older in the community, according to the most recent U.S. Census ACS 5-Year Estimates data.
- Accessibility upgrades to Village Hall: Enter the number of persons with disabilities in the community, according to the most recent U.S. Census ACS 5-Year Estimates data, or enter the number from an alternative data source and provide justification in the Limited Clientele Justification Narrative for how the source is more valid/reliable than the ACS data.

### **National Objective**

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, the application must clearly document how the objective is met.

**Benefit to Low- and Moderate-Income (LMI) Persons**

Under the CDBG Public Facilities program, a project can meet the Low- and Moderate-Income (LMI) National Objective by serving an area in which at least 51.0% of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (i.e., low- and moderate-income clientele classified as limited clientele (LMC)).

Check the “Benefit to Low- and Moderate-Income Persons” box if the project is qualifying by meeting the LMI National Objective.

- **LMI – AREA BENEFIT**

Check the appropriate box to indicate if HUD LMISD and/or income survey data for the service area were used to demonstrate the proposed CDBG project will meet the LMI National Objective through LMI Area Benefit.

An activity may qualify as benefitting LMI persons on an “area basis” (i.e., LMI Area Benefit) if at least 51.0% of the persons residing in the area served by the activity (i.e., the service area/beneficiary area) have low- to moderate-income. Determining whether an activity qualifies as benefitting LMI persons on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area. Service areas may or may not be coterminous with municipal boundaries, census tracts or other officially designated boundaries.

When a service area is coterminous with municipal boundaries (i.e., the project will have community-wide benefit), census tract(s) or other officially designated boundaries, HUD LMI Summary Data (LMISD) should be used to the greatest extent feasible to determine the percentage of LMI residents within the area.

**HUD LMISD for Local Governments:**

Using HUD LMI Summary Data (LMISD) for local governments for demonstrating LMI Area Benefit is only allowed for projects having community-wide benefit (i.e., the entire population of the UGLG are primary beneficiaries of the project) *or* projects having primary benefit to multiple entire municipalities.

HUD LMISD for Local Governments and Census Blocks/Tracts and the HUD LMISD Map Application and additional guidance regarding the data and tools may be accessed using links that appear on the main HUD LMISD website at:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>.

The most recent HUD LMISD available (as of January 2024), posted on the HUD website, were originally released in 2019 and are (partially) based on the U.S. Census 2011-2015 ACS 5-Year Estimates data. New LMISD are expected to be released in 2024, although the release date is unknown, and will be (partially) based on new ACS 5-Year Estimates data (potentially 2016-2022 ACS 5-Year Estimates). If the new data are released prior to the CDBG-PF Application being due, DEHCR anticipates that Applicants will be allowed to use either the new LMISD (released in 2024, (partially) based on newer ACS data) or the previous LMISD (originally released in 2019, (partially) based on the 2011-2015 ACS) to qualify a project, given previous HUD guidance when new LMISD have been released has specified this was allowed if the application announcement for a competitive program (e.g., the CDBG-PF Program) has been

released prior to HUD's release of the new LMISD. DEHCR does not anticipate a change to this guidance.

*[Note: The most recent U.S. Census American Community Survey (ACS) 5-Year Estimates population and race/ethnicity demographic data for local governments are available on the U.S. Census Data website at: <https://data.census.gov/cedsci/>. This is not the same as the HUD LMISD referenced above and is not used to determine LMI communities. It is only to be used to obtain estimates for population sizes and race/ethnicity data for a community or beneficiary group. The most recent U.S. Census ACS 5-Year Estimates data for most communities (as of January) are the 2022 data (for the 2018-2022 ACS data collection period), or potentially earlier ACS 5-Year Estimates data released in 2020 or 2021 may be the most current data available for some smaller communities.]*

- LMISD for Wisconsin local governments direct link:  
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

Select the "ACS 2011-2015 Low-Mod All Local Governments" link.

*[Tip: This is a Microsoft Excel document that includes data for all states and local governments. Use the filter tool in Excel to view only Wisconsin data. The data are presented under three "GeoTypes" [Column A]: 1) PLACE (local governments and Census Designated Places [CDPs] listed in alphabetical order by name); 2) COUSUB/MCD (sections/subsections of local governments and CDPs within each county, listed by the county code [Column C] first and then alphabetical order by the local government's/CDP's name); and 3) COUNTY (county-wide data). Note: County code references are found in the COUNTY section of the spreadsheet.]*

These data are also viewable by geographic area on the HUD LMISD map application. The guidance for using and direct link to the map application are accessed at:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- The project area map(s) showing the nature and location(s) of the proposed project activities; and the service area map(s) showing the boundaries of the municipality (i.e., the area in which all of the primary beneficiaries of the project live) must be provided in the CDBG application attachments. If the project involves water/sanitary sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map(s). The utility map(s) showing water and sanitary sewer system components, mains and connections in the project area must also be submitted for all water and sanitary sewer projects.
- The nature of the work described in *Part 5 – Project Need* in the CDBG application must reflect that the project has primary benefit to *only and all* residents in the entire community; or to *only and all* residents in *all* of the municipalities involved, if combining LMISD of multiple municipalities to calculate the total population and LMI percentage of the service area.

- **Multi-Jurisdiction Projects:** If the project will have community-wide benefit to two or more entire communities, *or* will have primary benefit to a combination of entire communities and census tracts, *and* the HUD LMISD are used to demonstrate LMI Area Benefit, an LMI calculation worksheet (**Form 8 in the *Income Survey Data Forms* document**) showing the calculations used to determine the LMI percentage for the total service area must also be submitted in the CDBG application attachments.

The *Income Survey Data Forms* document is linked under the “General Resources” section on the [CDBG Resources and Trainings](#) website.

### HUD LMISD for Census Block Groups/Tracts:

Using HUD census block group/tract LMISD for determining Area Benefit is only allowed when the service area is coterminous with or covers only and a majority of one or more census tracts (i.e., a majority of the residents in the census tract(s) are primary beneficiaries of the project and only the residents living within the selected census tract(s) are the beneficiaries).

Refer to the guidance in the section above regarding anticipated updates to the HUD LMISD in 2024.

- Data on LMI residents in Wisconsin census block groups and tracts direct link: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>

Select the “ACS 2011-2015 All Block Groups” link.

*[Tip: This is a Microsoft Excel document that includes data for all states and census block groups/tracts. Use the filter tool in Excel to view only Wisconsin data.]*

These data are also viewable by geographic area on the HUD LMISD map application. The guidance for using and the direct link to the map application are accessed at:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- The project area map(s) showing the nature and location(s) of the proposed project activities; and the service area map(s) showing the boundaries of the census tract(s) (i.e., the area in which all of the primary beneficiaries of the project live) must be provided in the CDBG application attachments. If the project involves water/sanitary sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map(s). The utility map(s) showing water and sanitary sewer system components, mains and connections in the census tract(s) areas must also be submitted for all water and sanitary sewer projects.
- The work described in *Part 5 – Project Need* in the CDBG application must reflect that the project has primary benefit to *only* and all or a majority of residents in the selected census tract(s).
- If the project will have primary benefit to two or more census tracts or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to determine Area Benefit, an LMI calculation worksheet (**Form 8 in the *Income Survey Data Forms* document**) showing the

## CDBG-PF 2024 Annual Grant Application Instructions

calculations used to determine the LMI percentage for the total service area must also be provided in the CDBG application attachments.

The *Income Survey Data Forms* document is linked under the “General Resources” section on the [CDBG Resources and Trainings](#) website.

### **Income Survey Data:**

Using **income survey data** to demonstrate the proposed CDBG project will have LMI Area Benefit may be allowed when the service area/beneficiary area for the proposed CDBG project/activity is not coterminous with the boundaries of one or more local governments or census tracts, does not include a majority of the residents living in the census tract(s), or the UGLG has determined factors exist that indicate the HUD LMISD may not accurately reflect income levels in the area. To use data from an income survey to qualify a project for 2024 CDBG-PF competitive award funding, the applicant must first submit the income survey documentation to DEHCR via email no later than **February 15, 2024** for DEHCR’s review and consideration for approval certification, in accordance with the specifications in the current *Income Survey Guide*.

The current *Income Survey Guide* and accompanying *Income Survey Data Forms* document are linked under the “General Resources” section on the [CDBG Resources and Trainings](#) website.

Income survey data may only be used to qualify the project if the UGLG has received an Income Survey Approval Certification letter from DEHCR prior to the UGLG’s submission of the 2024 CDBG-PF Application.

The Income Survey Approval Certification letter from DEHCR **must** be included with the UGLG’s CDBG-PF competitive application attachments.

### **Project/Site Specific Income Survey/Certification Data Collected from Beneficiaries in the Future:**

In rare cases, a CDBG Public Facilities project may qualify as meeting the LMI National Objective by the UGLG collecting income surveys/certifications from beneficiaries of the project *in the future* during the project performance period and/or after the construction completion to verify that at least 51.0% of the beneficiaries are LMI. As an example, the UGLG may be installing street and utility infrastructure for a new affordable housing subdivision that will be built. The CDBG project scope is only for the street and utility infrastructure installation. The beneficiaries of the project will be the families that move into the housing units. To qualify the project, the income levels of the families that move into the housing units (through the CDBG project) must be determined using income survey/certification forms at the time of housing occupancy to verify that at least 51.0% of the persons that move into the new housing units (i.e., the beneficiaries of the CDBG project) qualify as LMI. *[Note: In this scenario, the income data must be collected and tracked for the families that move into the housing units for 5 years after the CDBG project construction completion.]*

This option is only applicable and allowed for projects for which DEHCR requires income survey/certification forms to be collected from the public facility users or project beneficiaries during the CDBG project performance period and/or after construction completion to verify that at least 51.0% of the beneficiaries of the project are LMI.

*Restrictions and limitations apply. Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.*

### **Combination of HUD LMI Summary Data and Income Survey Data:**

A project may have beneficiaries in a combination of areas, including one or more area(s) for which HUD LMISD local government and/or census block group/tract data are available and used to determine the LMI population of the area(s); and one or more other area(s) for which HUD LMISD are *not* available so income survey data are used to determine the LMI population of the other area(s). The HUD LMISD and income survey data\* are then combined to calculate the LMI percentage for the entire service area.

The total LMI calculation for the entire service area must be made by aggregating the data, dividing the total population by the total number of LMI persons (i.e., the sum of the HUD LMISD population and income survey population numbers, divided by the sum of the HUD LMISD total LMI persons and income survey total LMI persons numbers). An LMI calculation worksheet (*Form 8* in the *Income Survey Data Forms* document) showing the calculations used to determine the LMI percentage for the total service area must be submitted as an attachment with the completed CDBG application.

The income survey must meet all requirements specified in this section of the CDBG-PF Application Instructions and in the current Income Survey Guide, including survey documents submission to DEHCR no later than **February 15, 2024** for approval and the UGLG receiving the Income Survey Approval Certification letter from DEHCR, which must be submitted for the income survey related attachments with the CDBG application.

- **LMI – LIMITED CLIENTELE (LMC)**

A project/activity that provides **exclusive** benefit to one or more specific groups classified as “Limited Clientele,” rather than residents within a specific service area, may be presumed to meet the LMI National Objective. HUD guidance specifies that the groups listed below are presumed to be primarily low- and moderate-income clientele (LMC):

- abused children;
- elderly persons (age 62 and older);
- battered spouses;
- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and/or
- migrant farm workers.

Activities that principally benefit LMI persons may also qualify as serving Limited Clientele. Contact DEHCR and/or refer to 24 CFR 570.208(a)(2) for additional guidance regarding Limited Clientele projects.

## CDBG-PF 2024 Annual Grant Application Instructions

To demonstrate the proposed CDBG project will meet the LMI National Objective through serving Limited Clientele, the UGLG must provide a narrative in the CDBG application that describes how the project:

1. *Exclusively* benefits persons in one or more of the Limited Clientele groups (listed above) that are generally presumed by HUD to be principally LMI persons; or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled" for an existing public facility.

The narrative must be limited to the space provided on page 10 of the application, single spaced with not less than 11-point font.

In addition, the following must be provided in the supporting documentation attachments to the CDBG application for any projects qualifying under the LMI National Objective by **exclusively** benefitting an *existing* public facility/program that **exclusively** serves persons in one or more Limited Clientele (LMC) groups:

1. A letter from an authorized representative from the *existing* facility/program with a description of the nature of the facility/program and the clientele housed or served, and the number of persons currently served (or projected to be served as a result of the proposed project) – verifying the facility *exclusively* houses or serves persons in one or more LMC groups and the number of beneficiaries of the CDBG project; and
2. The basis for the income limits used for housing subsidy or program qualification (to verify consistency with the HUD Section 8/CDBG LMI income limits) **only if** the LMC group(s) housed/served include(s) LMI persons/families who are receiving housing or services at the *existing* facility/program contingent upon low-income-based qualification.

The *existing* Limited Clientele facility/program must also provide the UGLG with the race/ethnicity demographic data (using the HUD categories as listed in *Form 7* of the *Income Survey Data Forms* document linked under the "Resources" section the Bureau of Community Development website) for the users/residents of the facility, which must be submitted to DEHCR upon the UGLG being awarded CDBG funds, prior to the Grant Agreement being executed.

### ***Prevention or Elimination of Slum and Blight***

Activities that qualify under the National Objective of Preventing or Eliminating Slum and Blight (i.e., the S&B National Objective) address deteriorated infrastructure and living conditions which have long-lasting effects on community viability. Slum and blight can be addressed on an area wide basis or a spot basis.



## *CDBG-PF 2024 Annual Grant Application Instructions*

- S&B – AREA BASIS

Per 24 CFR 570.483, an activity can qualify as addressing slum and blight on an area basis if all of the following can be documented:

- 1) The local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law; **and**
- 2) At least 25% of properties throughout the area experience, and document *one or more* of the following conditions (based on language found in 24 CFR 570.483):
  - physical deterioration of buildings or improvements;
  - abandonment of properties;
  - chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
  - significant declines in property values or abnormally low property values relative to other areas in the community;
  - known or suspected environmental contamination; or
  - the public improvements throughout the area are in a documented general state of deterioration: **and**
- 3) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

Applicants qualifying a project by meeting the Slum & Blight – Area Basis National Objective must submit the following documentation in the attachments to the CDBG application:

- *Slum & Blight Certification and Compliance Form*
- The map(s) showing the location(s) of the designated blighted area(s) [and showing the total percentage of the area designated as blighted]
- Supporting documentation showing blighted conditions

- S&B – SPOT BASIS

An activity may qualify as addressing slum and blight on a spot basis when the activity is not located in a designated slum or blighted area. Spot basis can be met if the community specifically identifies eligible activities that treat one or more of the following conditions:

- acquisition;
- clearance;
- relocation;
- historic preservation;
- remediation of environmentally contaminated properties; and/or
- rehabilitation of buildings or improvements (limited to eliminating conditions detrimental to public health and safety).



## CDBG-PF 2024 Annual Grant Application Instructions

Applicants qualifying a project by meeting the Slum & Blight – Spot Basis National Objective must submit the following documentation in the attachments to the CDBG application:

- *Slum & Blight Certification and Compliance Form*
- The map(s) showing the location(s) of the blighted area(s)
- Supporting documentation showing blighted conditions

The *Slum & Blight Certification and Compliance Form* is linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website.

### **Urgent Local Need**

Activities may qualify under the National Objective of an Urgent Local Need (ULN) if conditions threaten the safety or welfare of the community, for example, because of a natural or man-made disaster. To document the existence of an urgent local need, an UGLG must provide written certification that the funded activities are designed to alleviate conditions that:

- Pose a serious and immediate threat to the health or welfare of the community; and
- Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
- The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

The narrative must be limited to the space provided on page 10 of the application, single spaced with not less than 11-point font.

**IMPORTANT NOTICE:** HUD’s guide to “Meeting a National Objective” states “planning grants are not allowed under this objective and activities designated solely to prevent a threat will not qualify.”

## **PART 5 - PROJECT NEED NARRATIVE (0-100 Points)**

The project need narrative must not exceed two (2) single-spaced pages with not less than 11-point font. Information on pages exceeding this limit will not be considered in the scoring process.

Use the space provided in the CDBG application to write a narrative summary describing the community’s need for the proposed project and CDBG funding. Address each of the bullet points below and provide information that may serve as justification for the need:

1. Current condition of the problem – *Describe the issue, circumstance and/or disposition that has led to the need for the project.*
2. Frequency with which the problem occurs – *Identify the number of times the issue(s) has/have occurred or the need arose/arises over a given period of time. Provide recent examples and specific data if available. For projects involving community-use facilities such as libraries, community centers and senior centers, include information regarding related facility utilization and/or projected utilization if available.*

*CDBG-PF 2024 Annual Grant Application Instructions*

3. Number of persons and/or families/households affected by the problem – *The information provided for this question should be consistent with the beneficiary information provided in Part 4 of the CDBG application.*
4. Effect(s) of the problem if left untreated/unaddressed – *Describe known and/or anticipated results and consequences if the problem is not addressed or the project is not completed.*
5. Extent to which completion of the proposed project will address the problem – *Describe how the project will address deficiencies in the community and positively impact the beneficiaries within the community, including how the project meets the National Objective checked in Part 4 of the CDBG application. Give particular attention to the goals and objectives of the CDBG program.*
6. Scope of work – *Provide a brief list of construction activities and location(s) where they will take place, equipment and other purchases to be included in the project, any acquisition and/or relocation that will be required, etc.*
7. Extent to which CDBG funding is needed to complete the project – *Describe why CDBG funding is needed to complete the project and identify other sources of income or grants that have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that verifies the status of other financing that is secured, committed, pending, etc. (e.g., award and/or commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.), if available.*

**IMPORTANT NOTICE:** *Include the project financing/match funding attachments with the UGLG’s “Financial Attachments and Supporting Documents” (applicable to Part 9 – Budget and Matching Funds) in the CDBG application rather than with the UGLG’s “Other Attachments and Supporting Documentation” (applicable to Part 5 – Project Need).*

All additional/supporting documentation for Project Need may not exceed 20 pages and must be titled using the *Attachments and Supporting Documentation Checklist* on pages 19-20 and Project Need “cover page” on page 29 of the CDBG application form. The additional documentation provided by the applicant in the attachments must support/verify the information and data included in the *Part 5 – Project Need Narrative* response.

**PART 6 - BUDGET AND MATCHING FUNDS (REQUIRED – NOT SCORED)**

Applicants **must** demonstrate that all matching funds for the proposed Public Facilities project have been fully secured, committed and are ready to be used (i.e. the project is considered “shovel-ready”), unless the UGLG requests and DEHCR approves an exception due to economic hardship (refer to the “Match Funding Waiver Request” instructions further below within this section).

- Documentation must be on file in the UGLG’s records that verifies 100% of the matching funds needed to complete the project are secured and committed to the CDBG project. *(Updated 2/8/2024)*

- **Report only match funding sources that the UGLG intends to utilize/accept.** If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, and then later receives a CDBG award and there are delays in the Grant Agreement execution process and/or project timeline due to the UGLG needing to secure alternative funding, then **DEHCR may rescind the CDBG award.**

Check ALL boxes that apply in *Part 6 – Budget and Matching Funds* and include the applicable documents with the “Financial Attachments” section of the CDBG-PF application.

### **Project Budget & Matching Funds Form**

Check the box for this item in *Part 6* to acknowledge this required form is completed and included in the application attachments. Complete the *Project Budget & Matching Funds Form* (linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website) and include it in the UGLG’s application attachments.

Please note the following when completing the form:

- The UGLG **must** include in the CDBG application attachments a detailed itemization of costs as supporting documentation to verify the costs listed in the budget in the *Project Budget & Matching Funds Form* (e.g., engineer’s detailed cost estimate(s) for the project or similar itemization of costs); and a *Resolution to Commit Matching Funds & Certification of Match Secured* form signed by the CEO.
- Complete the budget table on page 1 of the form summarizing the UGLG match and other public and private match funding sources for the project. All project costs must be recorded on the *Project Budget & Matching Funds Form* and detailed itemization of costs. This includes grant administration, engineering, acquisition services, and any other professional services that will be provided by a 3<sup>rd</sup> party (rather than the UGLG’s employees), regardless of whether they will be paid with CDBG or matching funds. Omission of costs may deem the application incomplete.
- \$6,000 or up to 1.5% of the CDBG-PF award – whichever is greater, but not to exceed \$15,000, may be used for administration costs (contingent upon compliance with CDBG and local procurement policies and regulations). The UGLG may also cover administrative costs with matching funds.
- CDBG-PF funding may **not** be applied to costs for engineering, equipment, furnishings and fixtures.
- Costs for architectural/engineering design and technical services provided by a 3<sup>rd</sup> party (including preparing plans and specs but excluding any other funding application preparation services) that were expended for the project prior to application may be counted towards the UGLG’s matching funds amount, contingent upon DEHCR confirming they are eligible costs and they are included as part of the total budget on the *Project Budget & Matching Funds Form* and the detailed itemization of project cost.
- List and report the status of all funding sources on page 2 of the form, indicating the status as applied [for], pending, committed, secured/awarded, and/or an “other” status. Check all status options that apply for each secured and other funding source. For any sources with a status of “Other”, provide a brief explanation (no more than a one sentence narrative per source) in the space provided on the form.

**If there are potential funding sources for which the funds are not yet secured, then alternative funding (such as interim financing) *must* be secured prior to the application.** The potential funding sources should be disclosed on the *Project Budget & Matching Funds form* but **no documentation regarding the status of funds not yet secured needs to be submitted with the CDBG-PF Application. Only documentation of funds fully secured and committed to the CDBG project must be submitted, and the documentation must be sufficient to confirm that 100% of match has been secured and committed.** *The UGLG is not eligible for CDBG-PF funding if it has not fully secured and committed 100% of the matching funds needed to complete the project prior to application.*

For the purposes of the CDBG application, the terms used to describe the status of funding are defined as:

- Applied [for] – the UGLG has applied/submitted an application to the funding source for matching funds;
- Pending – the UGLG has applied for matching funds and received a response from the funding source, indicating the UGLG is eligible or potentially eligible for funding, but the UGLG has not yet received a firm award/commitment of funding;
- Committed – the UGLG’s local governing body has formally approved the use of funds from the funding source as matching funds for the CDBG project; and/or has formally approved the acceptance of funds from the funding source (e.g., acceptance of a loan, acceptance of an award, etc.) ***and*** committed the available or awarded funds to the CDBG project;
- Secured/Awarded – the UGLG has received notification from the funding source that the funds are available to/awarded to the UGLG and/or funds are on-hand in the UGLG’s bank account(s) available for use; and
- Other – any other status that requires further explanation not covered in the other status options (e.g., the Intent to Apply has been submitted; the UGLG intends to submit a bank loan application upon receiving the CDBG award; revenue bonds will be issued on a future date; a referendum has been passed; a referendum has been approved to be on the ballot for a future election; etc.).

### **Detailed Itemization of Project Costs**

Check the box for this item in *Part 6* to acknowledge this required documentation is included in the application attachments. Complete a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) and include it in the application attachments. The itemized cost budget should provide more information regarding the types of costs for the project and be reconcilable with the total costs and costs for each activity listed in the *Project Budget & Matching Funds Form*. For guidance, refer to the *Detailed Project Cost Estimate (Sample)* document linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website.

**Matching Funds Documentation Acknowledgement** *(Updated 2/8/2024)*

Check the box for this item in *Part 6* to acknowledge the required matching funds supporting documentation is on file in the UGLG's records. The UGLG must have on file at the time of application sufficient documentation that verifies the matching funds needed to complete the CDBG project have been secured prior to application submission. The UGLG must provide the documentation to DEHCR only upon request – it is not to be submitted with the CDBG application.

**Examples of ACCEPTABLE documentation** to be on file in the UGLG's records for verifying matching funds "secured"\* may include but are not limited to:

- bank account statements (must be most current available, e.g., March or April 2024);
- bank letter explicitly stating interim financing or other loan/financing has been approved for the proposed CDBG project;\*\*
- award letters from funding sources;\*\*
- records of bond issuance (contact DEHCR prior to application to confirm the documentation intended for submission will be sufficient – not all bonding documents are sufficient for confirming the funds are "secured"); and
- DNR Funding List page(s) that show(s) the UGLG has been awarded funds, the amount awarded (as forgivable and/or non-forgivable loan), and verification that the funding is available for the 2024 construction season;
- DNR funding Project Priority List (PPL) page(s) with the UGLG listed (confirming eligibility to apply for funding) **and** the record(s) of the UGLG's Application submission to DNR with the award amount requested by the UGLG, as follow-up to the PPL listing (the funding must be available for use for, at minimum, in the 2025 construction season); and
- invoices for eligible costs for architectural/engineering (A/E) services provided by a 3<sup>rd</sup> party (rather than the UGLG's employees) along with record(s) of payment to the 3<sup>rd</sup> party vendor(s) (e.g., vendor receipts or copies of processed checks) – serving as record of A/E costs incurred and paid with match prior to application submission (if pre-application A/E costs will be claimed as matching funds by the UGLG).
- Contact DEHCR prior to application submission if the UGLG is uncertain whether the documentation on file for matching funds "secured" is acceptable.

*\*The documentation of matching funds secured must be on file but is not to be submitted to DEHCR unless requested. The Resolution to Commit Matching Funds & Certification of Match Secured passed by the UGLG's governing body and signed by the CEO remains a require document to be submitted with the CDBG application.*

*\*\*If an award letter or bank letter includes language indicating that the funds will only be awarded/secured contingent upon the UGLG meeting certain terms and/or conditions prior to award (other than negotiating financing terms), then the UGLG*

## CDBG-PF 2024 Annual Grant Application Instructions

must also have on file in its records documentation that confirms the UGLG met the required terms and/or conditions for securing the funds.

Examples of records that are **insufficient and not acceptable** as verification of matching funds “secured” include but are not limited to:

- internal UGLG documents such as balance sheets, general ledger records, UGLG budget documents, financial journal entries, etc.;
- resolutions to commit match without any record of the funds being secured;
- bank letters or award letters that are vague without specifically stating the funds are “secured” or that have terms and/or conditions for which the UGLG has not also provided with the application sufficient documentation confirming the terms/conditions have been met;
- “Intent to Apply” documents or application documents for DNR or other funding agency sources (these do not confirm the UGLG is eligible and will be awarded funding from the source);
- DNR funding Project Priority List (PPL) page(s) with the UGLG listed but without the additional documentation required as record(s) of the UGLG’s Application submission to the DNR as follow-up to the PPL listing;
- meeting minutes or other records of budget approvals (funds “budgeted” are *not* funds “secured”);
- fundraising campaign plans; and
- pledge forms or correspondence from organizations “pledging” to raise funds.
- Any documents that are submitted which do not verify that the funds are “secured” will not be accepted.

### **Authorizing Resolution to Commit Match & Certification of Matching Funds Secured**

Check the box to acknowledge this required document is included in the Application Attachments for *Part 6*. The UGLG’s governing body must pass the resolution to commit the full match amount required to complete the project and the chief elected official (CEO) must sign the certification confirming all match required to complete the project has been secured and committed to the CDBG project. The *Authorizing Resolution to Commit Match & Certification of Matching Funds Secured* template is linked under the “Application Attachments” section on the [CDBG Resources and Trainings](#) website.

The UGLG must acknowledge in the resolution/certification that if construction does not start by July 1, 2025 and/or construction is not completed by October 31, 2026 due to the UGLG not having the matching funds that are reported as secured and committed in the CDBG application documents, then DEHCR may deny a request for a timeline extension and may rescind the CDBG award.



### **Match Funding Waiver Request**

Check the box for this item in *Part 6* if this is applicable and related documentation is included in the application attachments. Include in the application attachments a letter from the UGLG signed by the CEO requesting a match funding waiver, if applicable. If the applicant is unable to meet the required 2:1 Match funding ratio (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the Total Project Cost, a match funding waiver request letter must be submitted with the application to request an exception for meeting the match requirement.

Waiver requests may be considered and allowed by DEHCR for UGLGs that demonstrate sufficient economic hardship. The waiver request letter must provide an explanation of the economic hardship and justification for requesting the exception. Any relevant supporting documentation that serves as evidence of the economic hardship should also be included in the attachments to the application.

### **Grant Administration and Professional Services Contracting Information**

**All** applicants must respond to this question in the application. Check the applicable box (Yes or No) to indicated whether CDBG funds will be used to pay (in whole or in part) for Grant Administration or other professional services associated with the project.

**IMPORTANT NOTICE:** *If Grant Administration or any other professional services are funded with CDBG, they must be competitively procured in accordance with state and federal CDBG requirements, in addition to meeting the municipality's local procurement policies. [Refer the Part 3 – Certifications section of the CDBG-PF Application Instructions for information regarding the exception when contracting with a Regional Planning Commission (RPC) or qualifying publicly funded non-profit Economic Development Organization (EDO).]*

If the professional services will be funded solely with match funds, then the services must be secured in accordance with the municipality's local procurement policies to be counted as match.

Refer to [Chapter 3: Procurement & Contracting](#) in the [CDBG Implementation Handbook](#) for additional guidance on procurement and contracting requirements for CDBG projects.

## **PART 7 - PLANNING (0 - 10 Points)**

Applications will be awarded points based on whether the proposed CDBG project supports and further promotes the UGLG's adopted/approved long-range plans. Scoring is based the level of consistency and specificity within the UGLG's adopted long-range plan(s) in relation to the proposed CDBG-PF project scope and the extent to which supporting documentation is provided to verify the information. On the CDBG application, briefly explain in the space(s) provided how the proposed project supports the UGLG's other community plan(s). UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's Comprehensive Plan, Capital Improvements Plan, Strategic Plan, redevelopment plan(s) and/or other similar long-range plan(s). Include

copies of relevant pages of the plan(s) in the attachments with the completed CDBG application. Mark the relevant sections of the text on the attachment(s), and label plan pages with the page number and the plan's title and adoption/approval date. [Do not attach a full copy of the entire plan(s).]

Considerations for scoring will include:

- whether the UGLG's plan(s) has/have been adopted by the governing body;
- whether the UGLG's plan(s) is/are current;
- the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s);
- the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project; and
- the extent to which supporting documentation is provided to verify the information presented in this section.

For example: The Village of Yourville will make sanitary sewer, water, or street improvements on Main Street for the CDBG project in accordance with the community's adopted Comprehensive Plan, which specifies that these Main Street improvements are goals/priorities.

## **PART 8 - COMMUNITY DISTRESS (0-70 Points)**

DEHCR will consider the Per Capita Property Value of a community as an indicator of community distress. The greater per capita property value a municipality has, the lower the tax rate required to generate revenue. A lower per capita property value makes it difficult for municipalities to raise the same amount of revenue as municipalities with higher per capita value. When evaluating an application, DEHCR will review and score the UGLG's Per Capita Property Value.

The UGLG's Median Household Income (MHI) and Property Tax Rate will also be a part of determining the Community Distress score. The scoring tables and the sources from which DEHCR will obtain the UGLG's MHI, Per Capita Property Value and Property Tax Rate information are provided on the pages that follow for *Part 8* instructions.

If an UGLG straddles more than one county, then the Tax Rate Scoring Table and Per Capita Property Value Scoring Table must be interpreted as follows:

- If the proposed project is deemed to have community-wide benefit, then the scoring is based on the UGLG's data for the county where the majority of the UGLG's population is located; or
- If the service area/beneficiary area of the proposed project is deemed to have less than community-wide benefit, then the scoring is based on the UGLG's data for the county in which the majority of the service area/beneficiary area is located.

If the UGLG is submitting the CDBG-PF Application for a project that will benefit another local government (with the other local government being a 'subrecipient' of the CDBG award), the data for the UGLG that is submitting the CDBG-PF Application is used for the application scoring.

**No data are to be submitted by the UGLG in the application for the Median Household Income (MHI), Per Capita Property Value, and Property Tax Rate. DEHCR will obtain the data from the**



**referenced sources and record the scores on the application scoring sheet for the UGLG during the application review process. The applicant will receive a copy of the scoring sheet with DEHCR's award or denial decision letter at the end of the application review/scoring process.**

**Median Household Income Scoring Table**

POINT VALUE	MEDIAN HOUSEHOLD INCOME		
0	Greater than \$72,458		
2	\$70,647	-	\$72,458
4	\$68,835	-	\$70,646
6	\$67,024	-	\$68,834
8	\$65,212	-	\$67,023
10	\$63,401	-	\$65,211
12	\$61,589	-	\$63,400
14	\$59,778	-	\$61,588
16	\$57,966	-	\$59,777
18	\$56,155	-	\$57,965
20	\$54,344	-	\$56,154
22	\$52,532	-	\$54,343
24	\$50,721	-	\$52,531
26	\$48,909	-	\$50,720
28	\$47,098	-	\$48,908
30	\$45,286	-	\$47,097
32	\$43,475	-	\$45,285
34	\$41,663	-	\$43,474
36	\$39,852	-	\$41,662
38	\$38,040	-	\$39,851
40	Less than \$38,040		

The source that DEHCR will use for obtaining the UGLG's Median Household Income (MHI) is the 2022 U.S. Census American Community Survey 5-Year Estimates data (for ACS surveying period 2018-2022).\* *The MHI and other population and demographic data for local governments are on the [U.S. Census Data](https://data.census.gov/cedsci/) website accessed at: <https://data.census.gov/cedsci/>*

The Median Household Income (MHI) score for the UGLG is calculated based on the UGLG's MHI according to the 2022 U.S. Census American Community Survey (ACS) 5-Year Estimates (2018-2022).

**Example:** The MHI for the Village of Yourville is \$47,000 according to the 2022 ACS 5-Year Estimates. data. The Village's MHI score is 30.

*CDBG-PF 2024 Annual Grant Application Instructions*

*\*[The MHI scoring table is based on the data available at the time of the release of the 2024 CDBG-PF application materials, so later data (if released) will not be used for the 2024 CDBG-PF Application MHI scoring.]*

**Per Capita Property Value Scoring Table**

<b>POINT VALUE</b>	<b>PER CAPITA PROPERTY VALUE</b>
0	Greater than \$125,255
1	\$120,782 - \$125,255
2	\$116,308 - \$120,781
3	\$111,835 - \$116,307
4	\$107,361 - \$111,834
5	\$102,888 - \$107,360
6	\$98,415 - \$102,887
7	\$93,941 - \$98,414
8	\$89,468 - \$93,940
9	\$84,994 - \$89,467
10	\$80,521 - \$84,993
11	\$76,048 - \$80,520
12	\$71,574 - \$76,047
13	\$67,101 - \$71,573
14	\$62,628 - \$67,100
15	Less than \$62,628

The source that DEHCR will use for the Applicant’s Per Capita Property Value is the *Town, Village and City Taxes Bulletin – Taxes Levied 2022 – Collected 2023*, Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

The Per Capita Property Value for the Applicant will be calculated by dividing the Applicant's total “Full Value” property value (*which includes TIF*) by the Population, as listed in the Wisconsin Department of Revenue *Taxes Bulletin*.

**Example:** The Village of Yourville’s “Full Value” of Property was \$70,000,000 and the “Population” was 1,000 according to the *Taxes Bulletin*. The Village’s Per Capita Property Value calculation is: \$70,000,000/1,000 = \$70,000. The Village’s Per Capita Property Value score is 13 Points.

**Local Property Tax Rate Scoring Table**

<b>POINT VALUE</b>	<b>FULL VALUE GROSS RATE</b>
0	Less than 0.01355
1	0.01355 - 0.01403
2	0.01404 - 0.01452
3	0.01453 - 0.01500
4	0.01501 - 0.01549
5	0.01550 - 0.01597
6	0.01598 - 0.01645
7	0.01646 - 0.01694
8	0.01695 - 0.01742
9	0.01743 - 0.01791
10	0.01792 - 0.01839
11	0.01840 - 0.01887
12	0.01888 - 0.01936
13	0.01937 - 0.01984
14	0.01985 - 0.02033
15	Greater than 0.02033

The source that DEHCR will use for the Applicant's Tax Rate is the *Town, Village and City Taxes Bulletin – Taxes Levied 2022 – Collected 2023*, Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services. <https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

The Tax Rate score for the Applicant will be calculated based on the Applicant's "Full Value Gross Rate" tax rate according to the Wisconsin Department of Revenue *Taxes Bulletin*.

Example: The Village of Yourville's "Full Value Gross Rate" was 0.01860 according to the *Taxes Bulletin*. The Village's Tax Rate score is 11 Points.

**PART 9 - FINANCIAL NEED (0-30 Points)**

Under *Part 7 – Financial Need* in the CDBG-PF application, for projects that do not have any water and/or sanitary sewer improvements in the scope of work, the Financial Need score will be the points awarded based only on the UGLG’s General Obligation (G.O.) debt capacity at the time of application submission. The UGLG’s G.O. debt score serves as the Financial Need score.

For projects that do have water and/or sanitary sewer improvements in the scope of work, the Financial Need score will be the calculated average of the UGLG’s G.O. debt score *and* the score for current water and/or sanitary sewer rates at the time of application submission. The Financial Need score will be calculated by adding the score for G.O. debt and the score for the water and/or sewer rates together and then dividing by two.

The tables on the pages that follow will be used to determine the points to be awarded for G.O. debt, water and/or sewer rates, and the overall Financial Need score.

For projects that include water and/or sanitary sewer improvements in the scope of work, the UGLG also must include documentation that verifies the UGLG’s current water and/or sewer rates (at the time of application) and a *Water/Sanitary Sewer Rates Calculation Worksheet* in the “Financial Attachments and Supporting Documentation” section of the application. A sample worksheet that may be used as a template is linked under the “Application Attachments” section on [CDBG Public Facilities \(CDBG-PF\) Program](#) website.

CDBG-PF 2024 Annual Grant Application Instructions

**G.O Debt Scoring Table**

UGLG G.O. DEBT CAPACITY	UGLG USED G.O. DEBT						
	30 Points	25 Points	20 Points	15 Points	10 Points	5 Points	0 Points
\$10,000,000 or Greater	70% or Greater	65-69%	60-64%	55-59%	50-54%	45-49%	Less than 45%
\$7,500,000 - \$9,999,999	65% or Greater	60-64%	55-59%	50-54%	45-49%	40-44%	Less than 40%
\$5,000,000 - \$7,499,999	60% or Greater	55-59%	50-54%	45-49%	40-44%	35-39%	Less than 35%
\$3,000,000 - \$4,999,999	55% or Greater	50-54%	45-49%	40-44%	35-39%	30-34%	Less than 30%
\$1,000,000 - \$2,999,999	50% or Greater	45-49%	40-44%	35-39%	30-34%	25-29%	Less than 25%
\$500,000 - \$999,999	45% or Greater	40-44%	35-39%	30-34%	25-29%	20-24%	Less than 20%
\$250,000 - \$499,999	40% or Greater	35-39%	30-34%	25-29%	20-24%	15-19%	Less than 15%
Less than \$250,000	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points

The G.O. Debt score for the UGLG is calculated based on the UGLG’s **current** Used G.O. Debt to date (**at the time of application**) compared to G.O. Debt Capacity. ***The UGLG cannot include in the calculation for Used G.O. Debt any debt incurred/G.O. Debt used for the proposed 2024 CDBG project.***

Example 1: The City of Yourtown’s CDBG project is to renovate a senior center. The City will be scored based on G.O. Debt. The City has a G.O. Debt Capacity of \$5,000,000. The City currently has \$2,500,000 in G.O. Debt (i.e., Used G.O. Debt). Given the City has used 50% of its G.O. Debt Capacity to date, the City’s G.O. Debt score and Financial Need score is 20 Points.

Example 2: The Village of Yourville’s CDBG project is street reconstruction on Main Street. The Village will be scored based on G.O. Debt. The Village has a G.O. Debt Capacity of \$200,000 with no G.O. Debt (\$0 used). Given the Village’s G.O. Debt Capacity is less than \$250,000, maximum points are awarded. The Village’s G.O. Debt score and Financial Need score is 30 points.

*Refer to the examples under the Water and Sewer Rates Scoring Table section for the calculation of the Financial Need score for projects that include water and/or sanitary sewer improvements, for which both the G.O. debt score and water/sewer rates score are used to calculate the Financial Need score.*

**Water and Sewer Rates Scoring Table**

POINT VALUE	ANNUAL WATER & SANITARY SEWER RATES		
	Water Only	Sanitary Sewer Only	Combined
0	Less than \$308	Less than \$531	Less than \$834
2	\$308 - \$328	\$531 - \$564	\$834 - \$886
4	\$329 - \$347	\$565 - \$597	\$887 - \$938
6	\$348 - \$366	\$598 - \$631	\$939 - \$991
8	\$367 - \$386	\$632 - \$664	\$992 - \$1,043
10	\$387 - \$405	\$665 - \$697	\$1,044 - \$1,095
12	\$406 - \$424	\$698 - \$730	\$1,096 - \$1,147
14	\$425 - \$443	\$731 - \$763	\$1,148 - \$1,199
16	\$444 - \$463	\$764 - \$797	\$1,200 - \$1,251
18	\$464 - \$482	\$798 - \$830	\$1,252 - \$1,303
20	\$483 - \$501	\$831 - \$863	\$1,304 - \$1,356
22	\$502 - \$521	\$864 - \$896	\$1,357 - \$1,408
24	\$522 - \$540	\$897 - \$929	\$1,409 - \$1,460
26	\$541 - \$559	\$930 - \$963	\$1,461 - \$1,512
28	\$560 - \$598	\$964 - \$1,029	\$1,513 - \$1,616
30	Greater than \$598	Greater than \$1,029	Greater than \$1,616

Source: The statewide average water and sewer rates used as the basis for this scoring table were drawn from the *Wisconsin Community Water & Sewer Rate Survey 2010* by Ruekert & Mielke, Inc. (with inflation adjustment).

The Water/Sewer Rate score is based on the UGLG’s **current** annual residential water/sanitary sewer rates in effect at the time of application (i.e., average annual water rates for residential usage of 70,000 gallons; average annual sanitary sewer rate for residential usage for 70,000 gallons).

**IMPORTANT NOTICE:** *Fire protection service charges may only be included in the water utility rate reported in this section if the fire protection service charges are billed/collected through the water utility. Fire protection service charges billed/collected through taxes are not to be included in the water utility rate calculation.*

Examples that follow illustrate how the water/sewer rate score is calculated and the Financial Need score is calculated for projects with water and/or sanitary sewer improvements in the scope of work:

Example 1. The focus of the Village of Yourville’s CDBG project will be water main replacements, with some affiliated street reconstruction. The Village will be scored based on the water rates. The average annual residential water rate for 70,000 gallons of usage in the community is \$400. The Village’s **Water score is 10 points**. The Village has used 50% of its \$1,000,000 G.O. Debt capacity, for a **G.O. Debt score of 30**

points.

The UGLG's **Financial Need score** is  $(10 \text{ points} + 30 \text{ points}) \div 2 = \mathbf{20 \text{ points}}$

Example 2: The Town of Yourville's CDBG project is for wastewater treatment facility upgrades. The Town will be scored based on sanitary sewer rates. The average annual residential sanitary sewer charge in the community is \$800. The Town's **Sewer score** is **18 points**. The Town has used 25% of its \$300,000 G.O. Debt capacity, for a **G.O. Debt score** of **15 points**.

The UGLG's **Financial Need score** is  $(18 \text{ points} + 15 \text{ points}) \div 2 = 16.5$  rounded up to **17 points**

Example 3: The City of Yourtown's CDBG project will include water and sanitary sewer main replacements and affiliated street reconstruction. The City will be scored based on water and sewer rates combined. With an annual residential water rate of \$600 and annual residential sewer rate of \$800, the total of water and sewer rates combined is \$1,400. The City's **Water/Sewer score** is **22 points**.

The City has used 40% of its \$3,000,000 G.O. Debt capacity, for a **G.O. Debt score** of **20 points**.

The UGLG's **Financial Need score** is  $(22 \text{ points} + 20 \text{ points}) \div 2 = \mathbf{21 \text{ points}}$

## PART 10 – PROJECT READINESS (0-40 Points)

Project Readiness is a *new* scoring category in 2024 (replacing the former “Match Funding” scoring). The UGLG will receive 30 points for submitting biddable architectural/engineering (A/E) design plans and technical specifications; and 10 points for submitting an Environmental Review Certification letter from DEHCR, contingent upon the documents and submissions for each meeting the requirements and specifications in the *2024 CDBG-PF Application* and *2024 CDBG-PF Application Instructions*.

### **Biddable Architectural/Engineering (A/E) Design Plans and Technical Specifications**

- If being submitted (for the “Project Readiness” scoring), biddable architectural/engineering (A/E) design plans and technical specifications for the project with the *Architect/Engineer Certification of Biddable A/E Design Plans & Technical Specifications* signed by a licensed architect/engineer (certifying them as being complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project) **must be submitted as one separate PDF document** (if the file size allows) **via email to DEHCR at [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov) following the specifications in this *2024 CDBG-PF Application Instructions* document.** DEHCR must receive the A/E document(s) **prior to the Application deadline (4:00 p.m. on May 16, 2024) to be considered for scoring.**
- Pages of the A/E design plans and technical specs should be the 8 ½” x 11” page size as much as possible but pages may exceed this size as needed for certain maps and similar documents, *contingent upon* all pages are part of and submitted as one PDF document (if the file size allows). The *2024 CDBG-PF Application* is to be submitted as



one PDF (if the file size allows) and the A/E design plans and technical specifications with the signed *Architect/Engineer Certification* form are to be submitted as one separate PDF (if the file size allows).

- The A/E biddable design plans and technical specs PDF document is to include the **Architect/Engineer Certification** referenced above **as the cover page (page 1 of the document)**; and only the A/E design plans and technical specifications documents pertaining to the project's scope of work. It should not include other general bidding packet contents such as bid submission instructions, bid opening information, bidding legal terms, bidder insurance and liability requirements, CDBG and federal labor standards language/insertions, etc.
- Partial points will not be awarded. **Do Not** submit A/E design plans and technical specs documents that are not certified as ready for the bidding packet(s). Incomplete A/E documents that are not ready for the bidding packet will not be considered; and 0 points will be awarded for documentation that does not meet all requirements. The total 30 points will be awarded only for A/E plans and specs document submissions that meet the requirements specified in the *2024 CDBG-PF Application* and *2024 CDBG-PF Application Instructions*.

#### **Architect/Engineer Certification of Biddable Design Plans & Technical Specifications**

- This form must be completed and signed by a licensed architect/engineer, certifying that the A/E design plans and technical specs are complete to the extent of being ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project. The *Certification* form must be included as the **cover page (page 1)** of the biddable A/E design plans and technical specs PDF document referenced above. The *Architect/Engineer Certification of Biddable Design Plans & Technical Specs* form that must be used is linked under the "Application Attachments" section on [CDBG Public Facilities \(CDBG-PF\) Program](#) website.

#### **Environmental Review Certification Letter from DEHCR**

The environmental review process must be completed and the Environmental Report (ER) must be completed and certified by DEHCR prior to application for the UGLG to receive 10 points for the environmental review portion of the Project Readiness score. The UGLG is to include the ER Certification letter from DEHCR in the Application Attachments for *Part 10* within the *CDBG-PF Application* to receive the 10 points. No points will be awarded for partially completed environmental reviews so do not submit any documents other than the ER certification letter with the application.

Refer to [Chapter 4: Environmental Review](#) of the [CDBG Implementation Handbook](#) for guidance, forms and templates for the environmental review process.

*[Also refer to Part 10 – Project Readiness in the 2024 CDBG-PF Application and the Scoring Categories within this 2024 CDBG-PF Application Instructions document for guidance on the Project Readiness related requirements.]*



## ATTACHMENTS AND SUPPORTING DOCUMENTATION

Applicants **must** complete the *Attachments and Supporting Documentation Checklist* found in the CDBG application. The *Checklist* includes the required as well as optional attachments and supporting documentation for the CDBG application. Applicants **must** fill out the *Checklist* to specify all the documents attached. Also, the cover pages at the end of the CDBG application **must** be used to separate each set of attachments and supporting documents. By using the *Checklist* and the cover sheets provided, as well as following the **required** document order, will help ensure the application is complete, documents can be located, and the application review process is efficient.

The CDBG-PF-specific Application Attachments (fillable templates) are linked under the “Application Attachments” section on the [CDBG Public Facilities \(CDBG-PF\) Program](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx) website at: <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>.

Additional Application Attachments for the CDBG-PF Program and other CDBG Programs (fillable forms, templates, and samples) are linked under the “Application Attachments” section on the [CDBG Resources and Trainings](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx) website at: <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>.